

**City of Oronoco**  
**Regular City Council Meeting Minutes**  
**January 20, 2010 @ 7:00PM**

**I. CALL TO ORDER**

Meeting was called to order at 7:00pm.

**II. ROLL CALL**

Mayor Scott Keigley, Councilor Jackie Hall, Councilor Brian Breider, Councilor Paul Briggs, Councilor Kevin McDermott, City Engineer Joe Palen, and Clerk Sandy Jessen.

**III. APPROVAL OF AGENDA**

**Additions:** V.I. State Bonding request  
V.K. snowplowing  
VIII. 8. personnel

Mayor Scott Keigley motioned to approve the agenda with additions, Councilor Jackie Hall second; all in favor, motion carried.

**IV. PUBLIC FORUM**

Mayor Scott Keigley called three times for public forum; the public forum was closed at 7:06pm.

**V. DEPARTMENTS & COMMITTEE REPORTS**

A. OCSO ~ Sgt. Mike Morrow

B. FIRE DEPARTMENT ~ Dan Sundt, Fire Chief

1. Runs – 2: 1 medical, 1 car accident -
2. Sirens – the bid has not been received yet; it will be \$2000 – \$2500 approximately and will allow them to control the length of the siren and the pitch.
3. Pull Tabs – permission from the city to have pull tabs in the city. **Mayor Scott Keigley motioned to allow the Fire Department to have pull tabs, Councilor Kevin McDermott second;** Discussion: they will replace the Rochester Juvenile Hockey Association at Tilly's; they need to resubmit the paperwork to the state. **All in favor, motion carried.**
4. Nims Training – the city can call FEMA and they will have documentation of who has taken the course; some can be taken on line. The EOC has been meeting with Rochester; need to have the 100, 200, 400, and 700 training. The Fire Department is going to try to host training; there is no cost for the training.
5. The Fire Department would like to request to use some of the memorial fund for coats **Councilor Kevin McDermott motioned to allow the Fire Department to use money out of the Drew Hewitt Memorial Fund for coats, Mayor Scott Keigley second;** discussion: the cost of the coats would be around \$100; there are about 30 members and some don't have a department coat. **All in favor motion carried.**

C. FIRST RESPONDERS ~ Jeff Allhiser, 1st Responder Director

1. Runs – 13: 7 city, 6 township
2. Coats – Fire Dept & 1<sup>st</sup> Responders \$90 - \$140 each would like to use the memorial fund money to pay for the coats. There are a total of six members that are just First Responder's.

D. EOC ~ Pat McGovern, Director

E. PERSONNEL

1. Meeting Update 1-15-2010 Councilor Brian Breider, Sandy, and Tim attended. The major topic was the water project for meter readings and what will be required from city staff. Lynn may be scheduled to work more if needed in August during the transfer of water. Also talked about the park and what will be required there. Meeting minutes: the cut off is Wednesday for adding agenda items, that needs to be set and then to hold to that, allow one week for minutes

to be submitted from a meeting, set a procedure so things are posted in a timely manner, so things are able to be tracked.

2. Seasonal Help – At budget time it was discussed hiring a seasonal employee to help Tim with the mowing, would City Council like to move forward at this time. Tim sent a job description – will have to act in February would have a starting wage under \$10 an hour.

3. 4M Bank Accounts – combine into fewer accounts – It is recommended from the auditor that some of the 4M accounts can now be combined into the General Fund as the new software will track the accounts. He recommended keeping the General and Investment (Savings Account) Funds and transferring the others into the General Fund. **Councilor Paul Briggs motioned to combine the accounts per recommendation, Councilor Jackie Hall second, all in favor, motion carried.**

F. ORDINANCES & RESOLUTIONS

G. DOWNTOWN ORONOCO GOLD RUSH DAYS\* ~ Co- Chairs Councilor Kevin McDermott, Councilor Brian Breider.

1. Meeting Minutes –

2. Transient Merchant Regulation – Attorney Fred Suhler comments attached – Gold Rush will not pursue at this time.

3. Gold Rush is trying to fill vacant positions; they will fill the chair and co chair positions next month, the treasurer is Councilor Brian Breider and the secretary is Joanne McDermott, they need a volunteer coordinator.

H. PARKS & TRAILS\*

1. Meeting Minutes – Lance came up with a spreadsheet to prioritize the wants and needs of the parks for future planning.

I. LAKE SHADY ~ Katie Dudley, Lake Shady Committee Chair\*

State Bonding Request – two changes to the proposed language: to design a restoration plan for instead of to dredge and maintain, and is appropriated from the clean water fund to the commissioner of natural resources instead of to dredge and maintain. **Mayor Scott Keigley motioned to approve the proposed changes, Councilor Jackie Hall second; all in favor, motion carried.** Katie Dudley will take the lead and Mayor Scott Keigley will help her if needed.

J. COMMUNITY CENTER\*

K. STREETS & ROADS\*

Snowplowing – the developer is now plowing, he missed one road. Mayor Scott Keigley looked at and it appeared to be plowed. The main road has been good. The developer has started plowing but will send out our plow after 48 hours.

L. PLANNING & ZONING\*

1. Meeting Minutes – most was for the communications Committee Carl is staying on as chair and Doug will co-chair.

2. Communications Committee

- Meeting Minutes -

- Website – the site has been ordered and a check has been sent. There is a rough wire frame that they are working on. They are able to work on the site at this point. There are pictures that will be utilized in several different ways. They will not go with the Gov office for e-mails they will utilize free alternatives. Sandy did some research and the existing web will be month to month at 30 per month. The new site should be functional sooner than later. Training is set up for next Friday 10:00 a.m. Sandy and Lynn won't have to transfer data but will be adding information once is it set up. Communications Committee will be doing a lot of the work, but it depends on how long the committee continues on.

- American Legal – codification was explained, but going forward with the code and trying to piece together and include changes this is the service offered by American Legal. They will track those changes and will automatically link those changes for the city so the ordinances and resolutions can be tracked and we will know what is in place. **Councilor Paul Briggs motioned to go with American Legal, Councilor Brian Breider second; discussion;** the city would need to put out for bids, the service is expensive at about \$7500, the city has spent a lot of money on having Attorney Fred Suhler and Sandy put this together, it seems like a lot at this point but maybe in a year or two it would make more sense. As a council we need to look more forward than we have been and things like this will be needed down the line. It is an automatic thing and will not be adding onto the staff work load. The annual maintenance is approx \$300 – 450. Council will also be looking at the city code tonight. This not only codifies the code but this also maintains it. A request should be put out for competitive bids; add in the budget within the next few years. **Ayes: Councilor Paul Briggs, Councilor Brian Breider, naves: Mayor Scott Keigley, Councilor Jackie Hall, Councilor Kevin McDermott. Motion fails.**

#### M. WATER & SEWER\*

1. Minutes
2. Updates – things have wrapped up for the winter.
3. Pay Requests – \$152,813.97 for Ellingson the total completed is \$1,121,230.29 million; 5% is held back. City Engineer Joe Palen recommends the payment request. **Mayor Scott Keigley motioned to pay the \$152,813.97, Councilor Kevin McDermott second; all in favor, motion carried.**
4. Water System Feasibility Study – 2<sup>nd</sup> Phase; Area to study: City Engineer Joe Palen submitted a map showing phase 2 and 3. They could be combined; 1st and West Center would be in phase 2, it would be about 158 homes. The city could extend off the existing development and connect off of 12<sup>th</sup> Street; the southern area would serve approx 43 homes. He would like to discuss the most need of the city is. To have a discussion on how the City Council would like to move forward; the city would want to get on the project priority list, it has a deadline for sometime in May, the first or second week. They would evaluate the scoring potential. By being placed on the list the city may make applications for other types of programs; stimulus funding and environmental funding to secure those. There would be about \$3000 - \$4000 dollars in effort put into each of the phases. The only part of the report that goes out of date is the estimate for costs of material and labor. The unit costs can be updated in a few hours. Mayor Scott Keigley: The second crossing is at 7<sup>th</sup> and it crosses a lot of private property so it would make more sense to cross only at the north. Councilor Paul Briggs: Would it make more sense to cross closer to the north; closer to Elk Run? City Engineer Joe Palen; crossing the lake is shorter; it is about half the length of pipe, but north would extend service to the residents to the north of 5th. There could be a connection made to the southwest residents; this is just a rough draft. Try to determine areas that need to service and how to get from point to point; it's not black and white, the thought is to sit down and get through some of the issues with routing this improvement and pick the best route for the main. It will be probably  $\frac{3}{4}$  of a million for each phase. You don't have to move forward with both phases if they are on the list. It will be at least two years to move forward with the funding programs; this is one of the first hoops, should sit down with the water and sewer committee and set where the lines should go. February would still give enough time to submit for May. **Mayor Scott Keigley motioned to approve work on the feasibility report and to work with the water and sewer committee meeting to look at the phases, Councilor Jackie Hall second; discussion: the routing can be changed. All in favor, motion carried.**
5. Oronoco Auto Parts – water service – the agreement has been received and they have picked up a copy for review.  
Recess was called at 8:10 p.m. and called back to order at 8:15p.m.

**VI. PETITIONS, REQUESTS, & COMMUNICATIONS\***

- A. MRWA – MN Rural Water Association – membership application solicitation – the city received a request to join the MRWA – the cost would be \$200 **Mayor Scott Keigley motioned not to join the MRWA, Councilor Jackie Hall second; all in favor, motion carried.**
- B. Census Testing - Room Request – They are requesting free use of the main floor for a few hours for a few days over the next few months for testing for potential census workers from the area. **Mayor Scott Keigley motioned to allow the census testing at the Community Center, Councilor Jackie Hall second; all in favor, motion carried.**

**VII. UNFINISHED BUSINESS\***

- A. City Code - requested changes are included for view, the Byron Building Code requirements were added to the 600 Code, and the summary to submit for publication to enact the City Code is enclosed. **Mayor Scott Keigley motioned to accept the new city codes as written, Councilor Kevin McDermott second; all in favor, motion carried.**
- B. City Fee Schedule – updated – the Fees have been removed from the code and added to the new fee structure as well as the Byron fees for building and safety. **Mayor Scott Keigley motioned to publish ordinance 1-2010 that adopts or establishes various fees that will be charged for certain services, licenses, and permits by the City Oronoco, MN from and after the effective date of this ordinance. The foregoing is only a summary of this ordinance’s provisions. The full text of the ordinance is available for public inspection at the Office of the Oronoco City Clerk in the Oronoco Community Center. Councilor Kevin McDermott second; all in favor motion carried.**
- C. Orderly Annexation Agreement - Township – the new document has been drafted, and the annexation area has been re-written ; there have been areas since the original that have been annexed into the city that needed to be removed from the original agreement and the map. **Mayor Scott Keigley motion to send the agreement onto the Township for their approval Councilor Kevin McDermott second; all in favor, motion carried.**

**VIII. NEW BUSINESS\***

**A. OFFICIAL DESIGNATIONS**

- 1. Vice Mayor:  
Current: Councilor Kevin McDermott
- 2. Official Newspaper:  
Current: News Record
- 3. Official Depository:
- 4. Current: Us Bank
- 5. City Attorney:  
Current: Attorney Fred Suhler
- 6. City Engineer:  
Current: City Engineer Joe Palen
- 7. City Auditor:  
Current: Thomas Cummings, CPA
- 8. Committee Representatives:
  - Fire Department – Councilor Kevin McDermott, Councilor Jackie Hall backup
  - First Responders- Councilor Kevin McDermott , Councilor Jackie Hall backup
  - Community Center Committee – Councilor Jackie Hall,
  - Planning & Zoning – check by laws
  - Communications Committee – Councilor Paul Briggs,
  - Parks & Trails – Councilor Jackie Hall, Mayor Scott Keigley backup
  - Lake Shady – Councilor Jackie Hall, Councilor Kevin McDermott
  - Sewer & Water – Councilor Paul Briggs, Councilor Brian Breider
  - Personnel – check by laws
  - Streets & roads – Councilor Kevin McDermott, Mayor Scott Keigley

**Mayor Scott Keigley motioned to adopt the official designations as they are Councilor Jackie Hall second;** discussion 1-8 the committees will also stay the same unless someone would like to be removed. Councilor Paul Briggs would like to leave parks and jump on

personnel. Councilor Brian Breider would like to be off P&Z he has been on it for six years and he would join parks. **Mayor Scott Keigley motioned to withdraw original motion and motioned to approve 1-7, Councilor Jackie Hall second; all in favor, motion carried.**

**IX. CONSENT AGENDA\***

A. APPROVED BUILDING PERMITS\*

B. TASK LIST

C. MEETING MINUTES

1. Regular City Council Meeting Minutes – 12-21-2009

D. FINANCIALS

1. MBIA Account Summaries

2. Budget – available at the office to view

3. Accounts Payable ~ General & Special Funds

4. Accounts Receivable

5. Transaction Report

Discussion: Councilor Kevin McDermott wants to pull peddlers permit, ordinance info, the fee schedule, and the state bonding request; Katie will take the lead. **Mayor Scott Keigley motioned to approve the consent agenda, Councilor Jackie Hall second; all in favor, motion carried.**

**X. ADJOURNMENT**

**Councilor Kevin McDermott motioned to adjourn at 8:40pm Mayor Scott Keigley second; all in favor, motion carried.**